



# Sign Permit Application

## Digital Submittal Supplement

**Note:** Applications cannot be processed without Business License number and approval from the property owner.

**Date:** \_\_\_\_\_ **Business Name:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Business Fax:** \_\_\_\_\_ **Scottsdale License:** \_\_\_\_\_

### Building Type (select one):

☐ Single Tenant Building ☐ Multi Tenant Complex ☐ Other: \_\_\_\_\_

### Sign Specifications:

	Sq Ft	Location*	Use	Lighting
Sign 1				
Sign 2				
Sign 3				
Sign 4				
Sign 5				
Sign 6				

\*Building elevation (N, E, S, W) where sign to be installed or Freestanding location.

**Associated Case(s) / Permit(s):** ☐ Development Review: \_\_\_\_\_ ☐ Encroachment Permit: \_\_\_\_\_  
☐ Board of Adjustment: \_\_\_\_\_ ☐ Electrical Permit: \_\_\_\_\_

**Sign Permit Submittal Requirements:** *Submit 2 copies of each drawing; no plans exceeding 24" x 36" will be accepted.*

1. Site Plan
2. Building Elevations (for freestanding signs, include elevations showing relationship to surrounding buildings/landscaping)
3. Sign Specifications: text, lighting, font style/size, materials

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Date

**Request:** ☐ Approved ☐ Denied **Official Use** **Permit Number(s):** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_

**Fees:** \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \$145 = \_\_\_\_\_  
Sign1 Sign2 Sign3 Sign4 Sign5 Sign6 Base Total

## Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-2500 • Fax: 480-312-7088



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## Digital Submittal Checklist

### A. Freestanding Sign Location:

- ☐ 1. Provide distance from leading edge of sign to back of curb.
- ☐ 2. Provide distance from the centerline of road to the leading edge of sign.
- ☐ 3. Provide distance from any driveway to the sign.
- ☐ 4. Indicate any utilities near sign.
- ☐ 5. Provide sign height from adjacent street grade.
- ☐ 6. Indicate sight distance triangle if located at street intersection or driveway intersection  
(see DS&PM chapter 5, Section 5-3.118 & Appendix 5-3A or 5-3B – [www.scottsdaleaz.gov/design/dspm](http://www.scottsdaleaz.gov/design/dspm))

### B. Wall Sign Location:

- ☐ 1. Provide front footage of business parallel to street or primary entrance.
- ☐ 2. Provide elevation view indicating sign location.
- ☐ 3. Provide dimension of sign from top of roof, side of building, and from any facade elements (windows, doors, awnings, etc.,)
- ☐ 4. Provide height of sign from grade.
- ☐ 5. Provide height of building.

### C. Sign Face:

- ☐ 1. Show height and length of sign structure (Individual letters to be enclosed within the smallest regular geometric figure)
- ☐ 2. Show height and length of all wording, horizontal spacing and insignia.
- ☐ 3. Show color and materials of sign structure.
- ☐ 4. Sign must predominantly display business name as it appears on city of Scottsdale Business License. *Business License required for processing of application.*
- ☐ 5. Leading letter height must be uniform in the business name.
- ☐ 6. Modifiers, words describing products or services, not to exceed 50% of height of business name. Two (2) modifiers allowed per business identification sign.
- ☐ 7. Logo size cannot exceed 25% of the business name.
- ☐ 8. Show color and texture of background material of sign.

### D. Miscellaneous:

- ☐ 1. **Provide letter of authorization from property owner.** *Required for processing of application.*
- ☐ 2. For multi-tenant complex, consult Master Sign Plan for type, color, and style regulations.
- ☐ 3. On buildings over one story, indicate floors on elevation plan.
- ☐ 4. Provide a site plan.
- ☐ 5. Provide a floor plan for tenant space within a multiple tenant building.
- ☐ 6. Provide installation detail/section drawing of sign.

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